

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

09-601

**OPEN PERIOD:**

11/20/2009 – 12/4/2009

**JOB TITLE:**

Visual Information  
Specialist

**PAY GRADE AND SERIES:**

GS-1084-11

**PAY RANGE:**

\$59,453 - \$77,284

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**

**PDCN #:** 90014000

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-4 through E-8.

**Compatible Military Grade Assignment:** MOS 25B/M/R/V/X.

**Key Requirements:** Must obtain IT training DoD 8570.01-M within 6 months of hire.

**THIS IS AN INDEFINITE POSITION**

*Selectee may be non-competitively converted to permanent status if/when funding becomes available*

This position is located in an information management organization. The purpose of the position is to plan, program, coordinate, and direct visual information through consultation, analysis, design, development, procurement, production, and/or reproduction of Visual Information (VI) products and services. May direct work to be accomplished by a Photographer and an Illustrator. Visual information consists of visual materials such as pamphlets, graphs and charts, diagrams, models, slides, live or video recorded speeches or lectures or web page designs.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Frequent, more than 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience in administrative, professional, technical, or other work that was concerned with the visual communication of information.

**Visual Information Specialist (Web Design) GS-1084-11:** Must have 36 months of specialized customer service and consultation experience in a mission critical environment to fully define scope of customer requirements; experience with digital photography in studio and field environments; experience in reformatting, color correction and editing raw imagery to produce final product suitable for print and digital publication; experience using the most recent personal computer (PC), Windows operating system, and the most recent versions of Adobe CS Suite (Photoshop, Bridge, Illustrator, Acrobat), Microsoft Office (Word, Excel, etc.), and leading audio-video editing (premier) software; experience with visual information material handling (photo, video, audio, etc.) to official standards; experience with audio/visual support and assembling equipment packages best suited to event specific requirements.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to communicate orally and in writing with customers, technical professionals, management and outside organizations.

2. Knowledge of customer support concepts and methods, working with customers to assess their needs, provide information or assistance, resolve problems, and satisfy project requirements.
3. Ability to operate in fully digital work environment using digital cameras and associated equipment in support of still photography.
4. Knowledge and ability to select appropriate aperture, shutter speed, and ISO camera settings and the selection of light sources to achieve the required results.
5. Knowledge of appropriate standards and policies set forth by Department of Defense Instruction, Army Regulation and Air force Instruction pertaining to processing, documentation, handling, storage and submission of visual information material.
6. Knowledge of and ability to use professional grade digital video cameras, and operate media control elements (mixers, routers, and switches for audio/visual signal control) to support official events.
7. Ability to troubleshoot and resolve problems during productions.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, (i.e., art, design, art history, visual communication, etc.).

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**